

George Mason University
Lockout/Tagout Plan



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Acronyms

EHS

Environmental Health and Safety Office

Foreword

The George Mason University *Lockout/Tagout Plan*, in accordance with U.S. Code of Federal Regulations Section 29 1910.147 and Virginia Occupational Safety and Health Program Directive 02-211A, establishes the mechanisms, methods, and administrative controls that George Mason University employees must use to eliminate the accidental release of hazardous energy whenever service or repairs are performed on energized equipment.

This document defines the structure of George Mason University's Lockout/Tagout Program and describes specific procedures and activities designed to satisfy federal and Commonwealth of Virginia safety requirements and protect employees from injury. The components and information required by Occupational Safety and Health Administration lockout/tagout standards and additional Virginia Occupational Safety and Health lockout/tagout regulations are contained within this document and include a written plan, control procedures, periodic inspections, and training.

Document History

Version	Date	Comments
1	August, 2008	Initial <i>Lockout/Tagout Plan</i>
2	January, 2015	<i>Lockout/Tagout Plan</i> Routine review

This *Lockout/Tagout Plan* is reviewed periodically and amended as necessary and whenever:

- Applicable regulations are revised;
- An employee or contractor is injured during a lockout/tagout project;
- A “near miss” incident occurs during a lockout/tagout project; or
- Property or the environment is negatively impacted as a result of a lockout/tagout project.

All revisions to this *Lockout/Tagout Plan* will be shared with the various parties identified in this document.

1.0 Introduction

The lockout/tagout procedures outlined in this document are designed to prevent a hazardous release of energy during service, maintenance, and/or modification of equipment and fixtures that contain, or have the potential to contain, hazardous energy such as electrical, hydraulic, pneumatic, thermal, chemical, moving parts, and any other form of energy that presents a physical hazard. The control of hazardous energy will be accomplished by locking and/or tagging energy isolation devices that prevent the release of energy prior to service or repair.

1.1 Purpose

The purpose of this plan is to establish procedures for affixing appropriate lockout or tagout devices to energy isolation devices in order to disable machines or equipment to prevent unexpected energization, start up, or energy release to protect employees from injury during the servicing of equipment.

1.2 Scope

This plan applies to all George Mason University employees and contractors working on George Mason University property and leased spaces. This plan describes protocols that must be followed when working with energized equipment and when:

- An employee is required to remove or bypass a guard or other safety device to service or repair a piece of equipment; or
- An employee is required to place any part of his or her body into an area on piece of equipment where work is performed upon the material being processed (point of operation); or
- When an employee is working in an area deemed unsafe (danger zone) during a machine operation cycle.

1.3 Lockout/Tagout Program

The Environmental Health and Safety Office (EHS) provides written copies of George Mason University's *Lockout/Tagout Plan* to all Authorized Employees, Affected Employees, supervisors, and contractors. This *Lockout/Tagout Plan* includes roles and responsibilities for university personnel, instructions on lockout/tagout procedures, training requirements, and recordkeeping procedures.

2.0 Roles and Responsibilities

The following individuals, offices, and units are responsible for implementing George Mason University's Lockout/Tagout Program.

2.1 Environmental Health and Safety Office

EHS is responsible for developing and administering this *Lockout/Tagout Plan*. Specific responsibilities are to:

- Assist supervisors in implementing the provisions of the *Lockout/Tagout Plan*.
- Coordinate or provide lockout/tagout training for all personnel that may be subject to this *Lockout/Tagout Plan*.
- Maintain records in accordance with the *Lockout/Tagout Plan* directives.
- Periodically audit and update George Mason University's *Lockout/Tagout Plan* as needed.
- Distribute lockout/tagout locks and kits to Authorized Employees and track equipment inventory.

2.2 Supervisors

Supervisors are responsible for ensuring that George Mason University's *Lockout/Tagout Plan* is implemented and followed by employees under their supervision. Specific responsibilities are to:

- Be familiar with the contents of the *Lockout/Tagout Plan* and its application.
- Maintain a list of Authorized Employees under their supervision and make the list available to shift supervisors.
- Post a current list of authorized employees next to each lockout/tagout station if a central lockout/tagout station is used.
- Ensure required lockout/tagout training is provided to employees within the work area(s).
- Develop equipment-specific lockout/tagout procedures for equipment within their work area(s) or for equipment serviced by employees and document procedures using the *Lockout/Tagout Project Summary Form*.
- Ensure employees comply with all provisions of the *Lockout/Tagout Plan*.
- Provide training to employees on equipment-specific lockout/tagout procedures.
- Ensure employees are provided with lockout/tagout kits containing adequately stocked locks, tags, lockout devices and lockout/tagout cards; report lost or damaged devices to EHS immediately
- Collect lockout/tagout equipment upon employee exit and return to EHS for re-assignment.
- Complete periodic lockout/tagout inspections in accordance with this *Lockout/Tagout Plan* and notify EHS of deficiencies.
- Take prompt corrective action when unsafe lockout/tagout conditions or practices are observed.
- Do not allow un-authorized employees to operate lockout/tagout devices.
- Ensure the completion the *Lockout/Tagout Project Summary Form* (Appendix A) and *Lockout/Tagout Inspection Checklist* (Appendix B) are completed for each lockout/tagout project.
- Assist in the investigation of injuries and incidents involving lockout/tagout in their work area(s).

- Notify contract or external employees/workers of lockout/tagout procedures and ensure contractors do not remove or replace the George Mason University lockout/tagout devices.

2.3 Employees

Affected Employees: are those employees who participate in activities that may be restricted, interrupted, or otherwise affected by lockout/tagout procedures. Affected employees are responsible for the following:

- Be familiar with lockout/tagout procedures and equipment and understand their applicability and purpose.
- Do not remove lockout/tagout devices.
- Do not attempt to restart, use, or energize equipment that possess a lockout/tagout device.

An Affected Employee becomes an Authorized Employee when that employee's duties include performing servicing or maintenance of equipment covered by this program.

Authorized Employees: are those employees who lock out or tag out machines or equipment in order to perform servicing or maintenance. Authorized Employees must follow George Mason University's *Lockout/Tagout Plan*. Authorized Employees must be trained in the purpose and use of lockout/tagout procedures, the recognition of hazardous energy sources, the types and magnitude of hazardous energy sources expected to be encountered, and the methods that are necessary for proper energy isolation and control. Authorized employees are responsible for the following:

- Be familiar with George Mason University's *Lockout/Tagout Plan* and comply with all provisions of the program.
- Complete the *Lockout/Tagout Project Summary Form* (or review if one is already completed) and *Lockout/Tagout Inspection Checklist* for each lockout/tagout project.
- Attend lockout/tagout training, equipment-specific training, and retraining as necessary.
- Promptly report any concerns related to lockout/tagout to their immediate supervisor and EHS.
- Promptly report any missing or damaged lockout/tagout devices to their immediate supervisor and EHS.
- Recognize hazardous energy sources and apply appropriate lockout/tagout procedures.
- Understanding the applicability, use, and differences between lockout and tagout devices.
- Returning lockout/tagout kits to their supervisor or EHS upon exiting employment with the University.
- Ensuring applied locks are identifiable by using the tags provided.

2.4 Project Managers and Contract Administrators

George Mason University Project Managers and Contract Administrators are responsible for ensuring that contractors adhere to lockout/tagout regulations while working on George Mason University property. Specific responsibilities are:

- Review George Mason University's *Lockout/Tagout Plan* with contractors whenever the contractor's work will impact George Mason University personnel.
- Notify contract personnel of lockout/tagout equipment specific procedures and requirements to abide by this *Lockout/Tagout Plan*.

2.5 Contractors

Contractors are responsible for ensuring that contract personnel understand and comply with the requirements of Occupational Safety and Health Administration standard 29 Code of Federal Regulations 1910.147. Whenever contract personnel are engaged in activities covered by lockout/tagout regulations, the George Mason University Project Manager and/or Contract Administrator and the contract employer shall inform one another of their respective lockout/tagout procedures. The exchange of lockout/tagout procedures between George Mason University and the contract employer must take place before beginning any service activities subject to lockout/tagout.

3.0 Training and Authorization

The level of lockout/tagout training provided to employees is based on their level of involvement with energized equipment and lockout/tagout procedures.

3.1 Affected Employees

Affected Employees are employees who are required to operate or use equipment on which servicing or maintenance is being performed under lockout or tagout procedures, or whose job requires work in an area in which such servicing or maintenance is being performed. All Affected Employees will receive training in the purpose and use of energy control procedures and the prohibitions against attempts to restart or reenergize machines or equipment which are locked out or tagged out.

3.2 Authorized Employee

Each Authorized Employee will receive formal training upon initial assignment to a position that requires the use of lockout/tagout procedures. Training must include the elements listed below.

- Recognition of hazardous energy sources.
- The type and magnitude of hazardous energy sources within the work area.
- Care, use, design, and application of lockout devices.
- Applicability, completion, and limitations of tagout devices
- Methods, means, and lockout/tagout procedures for energy isolation and control.

3.3 Equipment-Specific Training

Supervisors must review equipment-specific lockout/tagout procedures with each employee prior to beginning work on equipment unfamiliar to the employee(s). This may be accomplished by

reviewing the *Lockout/Tagout Project Summary Form* (Appendix A) on site with the employee(s) prior to beginning a lockout/tagout project. Supervisors must maintain a list of the Authorized Employees under their supervision and a corresponding list of equipment on which they have been trained. The *Lockout/Tagout Project Summary Form* provides a location to document Authorized Employees for specific equipment.

3.4 Retraining

Retraining will be provided for all Affected and Authorized Employees whenever there is a relevant change in job assignment, a change in machines, equipment or process that presents a new hazard, or when there is a change in energy control procedures. Retraining must establish employee proficiency and introduce new or revised control methods and procedures as necessary. Additional retraining must be conducted whenever a periodic inspection or work activities reveal deviations or inadequacies in the knowledge or use of energy control procedures.

4.0 Lockout/Tagout Equipment

Depending upon the number and design of energy isolation devices that must be controlled during service or repair, either a lockout or tagout device or a combination of both will be required to effectively prevent an accidental release of energy. Lockout/tagout devices must be used in accordance with the lockout/tagout procedures specified in this document and recorded on the *Lockout/Tagout Project Summary Form* (Appendix A).

Each Authorized Employee will receive lockout/tagout equipment capable of satisfying the requirements of this *Lockout/Tagout Plan* and appropriate for their work activities. Each employee will be issued at a minimum the following standardized equipment:

- One standardized lock capable of withstanding removal without the use of excessive force and one unique key.
- One set of standardized self-locking, non-releasable, durable weather resistant tagout devices with an unlocking strength of no less than 50 pounds.
- Other equipment may be issued such as: tool boxes, bags, hasps, lockout/tagout stations, or equipment specific devices.
- Devices issued will be determined by individual shops, the shop supervisor, and EHS.

4.1 Locks

Before servicing equipment, a lock must be affixed to each energy isolation device that is capable of being locked out. When possible a lockout and tagout device should be affixed to the energy isolation device. Lockout in combination with tagout is the preferred method of energy isolation at George Mason University. Lockout devices must remain in place throughout the servicing/maintenance of the equipment and may only be removed when service is completed by the Authorized Employee who affixed the lock and/or tag.

Supervisors are responsible for ensuring that an adequate supply of lockout and tagout devices is available to Authorized Employees. Additional locks and tags can be obtained from EHS.

- All locks shall be individually numbered, keyed, and must identify the employee to which it is assigned. If duplicate keys exist for the same lock, an effective system must be established for management of the keys.
- Locks and keys are for the exclusive use of the holder and may not be loaned to other employees for any reason.
- Locks may not be used for any other purpose than lockout/tagout projects.
- Locks may not be removed by any alternative means other than employee or supervisor keys.

4.2 Tags

If an energy isolation device will not accept a lock, a tagout device must be securely attached to each isolation point of the device. Tagout devices are to be treated with the same regard as locks. They may never be bypassed and may only be removed by the Authorized Employee who applied them. It must be documented on the *Lockout/Tagout Project Summary Form* why a lock cannot be used and how a tagout device is capable of providing the same level of protection as a lockout device. Tagout devices must be used in combination with lockout devices whenever possible. Tagout devices must remain in place throughout the service of the equipment and may only be removed when service is completed by the Authorized Employee who affixed the tag.

Supervisors are responsible for ensuring that an adequate supply of tagout devices are available to Authorized Employees. Tags are only warning devices affixed to energy-isolating devices and do not provide the physical restraint that is provided by lockout. In addition:

- Tags are to be used in conjunction with all locks when possible.
- Tags must be legible and understandable by all Authorized Employees and Affected Employees.
- All tags must indicate the user's name and date of application.
- Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use and must be capable of withstanding the environmental conditions to which they are exposed.
- Tags may only be removed by the employee who applied the tagout device.
- Tags may not be recycled or re-used.

4.3 Supplemental Lockout/Tagout Equipment

Supplemental lockout/tagout equipment that is used in conjunction with lockout/tagout devices include such items as multiple lockout hasps, valve enclosures, circuit breaker lockouts, chains, plug enclosures, and other devices of this nature. Supervisors are responsible for ensuring that an adequate supply of supplemental lockout/tagout equipment appropriate for the tasks encountered is made available to Authorized Employees. Supplemental lockout/tagout equipment is not a substitute for lockout/tagout devices and need not be specifically assigned to each Authorized Employee. This equipment may be shared so long as it is maintained and used correctly. Supplemental lockout/tagout equipment must always be secured while in use with a lockout and/or tagout device.

5.0 General Lockout/Tagout Procedure

All projects that are subject to the *Lockout/Tagout Plan* will be documented using the George Mason University *Lockout/Tagout Project Summary Form* provided in Appendix A. The following general steps will be taken by George Mason University employees when locking and tagging out equipment:

1. **Notify Others:** The Authorized Employee completing the servicing must verbally notify all Affected Employees of the impending equipment shutdown.
2. **Shutdown Equipment:** If the equipment is running, it must be shutdown using the normal stopping procedures. (e.g., depress “stop” button, open toggle switch, etc.)
3. **Identify All Energy Sources:** All electrical, hydraulic, pneumatic, and other energy sources feeding the equipment must be identified. Any questionable identification of energy sources should be clarified with the supervisor prior to beginning work.
4. **Isolate Equipment from Energy Sources:** Once the equipment has been shut down, all energy isolation devices must be operated so that the equipment is disconnected from its energy sources. (e.g., turn electrical disconnects to “Off” or “Safe” position; open electrical circuit breakers; close hydraulic valves; close pneumatic valves, etc.)
5. **Lockout/tagout the Equipment:** Locks, lockout, or tagout devices must be attached to each energy isolation device in order to prevent the transmission of energy. A tag indicating the lock holder and the date of application MUST accompany each lock. A tag should also be placed near the equipment’s point of operation if it is located remotely from the energy isolation device(s).
6. **Release or Block Stored Energy:** After the equipment has been isolated and locked/tagged out, all stored energy must be safely controlled. The appropriate bleeding or blocking methods must be used to dissipate stored energy sources (such as hydraulic pressure, pneumatic pressure, steam pressure, suspended parts, spring-driven parts, etc.).
7. **Verify Isolation of Equipment:** Prior to beginning any service work, the Authorized Employee must attempt to restart the equipment using the normal starting procedure or otherwise ensure the effectiveness of the lockout. Operational controls must be returned to the “Off” position after a restart attempt has been completed.
8. **Perform Required Servicing:** During the completion of service work, employees must avoid doing anything that could potentially reactivate the equipment.

5.1 Equipment-specific Lockout/Tagout Procedures:

Supervisors are responsible for completing a *Lockout/Tagout Project Summary Form* (Appendix A) for equipment serviced by their employees. Equipment-specific procedures shall identify the unique shut down procedures, energy sources, energy release and blocking precautions, and methods of isolation that an Authorized Employee must know in order to effectively control hazardous energy sources. The *Lockout/Tagout Project Summary Form* should be printed out and provided to employees prior to beginning a lockout/tagout project.

If equipment-specific information is the same for various machines or equipment or if another means of logical grouping exists, then a single *Lockout/Tagout Project Summary Form* may be

sufficient. Equipment-specific procedures DO NOT need to be documented for equipment that meets all of the following conditions:

1. The equipment has no potential for stored or residual energy or reaccumulation of stored energy after shut down which could endanger employees
2. The equipment has a single energy source which can be readily identified and isolated
3. The isolation and lockout of the energy source will completely deenergize and deactivate the equipment
4. The equipment is isolated from the energy source and locked out during service or maintenance
5. A single lockout device will achieve a lockout condition
6. The lockout devices is under the exclusive control of the employee working on the equipment
7. Service and/or maintenance does not create hazards for other employees
8. The employer has not had any accidents involving the unexpected reenergization or reactivation of equipment during servicing while using this exception.

Lockout/Tagout Project Summary Form must be kept on file and made available to the appropriate Authorized Employees and provided to EHS upon request.

5.2 Group Lockout Procedures

When more than one Authorized Employee is servicing a single piece of equipment, each employee must have their own lockout/tagout device secured to each energy isolation device. This can be accomplished by utilizing a hasp designed to accept multiple locks.

During group lockout, one group member shall be assigned responsibility for ensuring that all steps of the lockout/tagout procedure described above are followed. This person will be the Lockout/Tagout Project Supervisor. This person shall attach a hasp to each energy isolation device. All Authorized Employees involved in the servicing must then attach their own locks and tags to each hasp.

Employees shall remove their own locks and tags after they have completed their portion of the work. The Lockout/Tagout Project Supervisor shall always remove their locks and tags last. Once this has been done, the Lockout/Tagout Project Supervisor is then responsible for ensuring the equipment is energized in accordance with Section 5.4.

Alternative group lockout procedures must be approved by EHS. Such procedures must afford all employees a level of protection equivalent to that provided by a personal lockout/tagout device.

5.3 Shift Change Coordination

Lockout/tagout protection must not be interrupted when servicing lasts longer than one shift. If the equipment is the sole responsibility of an Authorized Employees on a single shift, locks and tags shall be left in place until the servicing is complete. If it is necessary for servicing to

continue into the next shift, the oncoming employee shall attach their lockout/tagout devices to each energy isolation device prior to the outgoing employee(s) removing their lockout/tagout device(s).

Alternative shift change procedures must be approved by the appropriate supervisor. Such procedures must ensure continuity of lockout/tagout protection for all employees.

5.4 Removing Lockout/Tagout Devices

Before lockout or tagout devices are removed and energy is restored to the machine or equipment, an Authorized Employee must observe the following steps:

- Ensure that all tools, parts, equipment and non-essential work materials are removed.
- Ensure that the machine components are correctly replaced and intact.
- Check the work area to ensure that all employees have left the area and are in a safe position.
- Remove the lockout or tagout device. **Only the employee(s) who applied the lockout or tagout device may remove their lockout/tagout device when work is complete.**
- After lockout/tagout equipment is removed and before equipment is energized, notify all employees that the lockout/tagout devices have been removed.
- Energize equipment and proceed with testing.

The equipment must be de-energized and locked out or tagged out if further service or testing is required.

5.5 Absent Authorized Employee

If the employee that placed a lockout/tagout device is not present at the time the lockout/tagout devices are removed prior to energization, only their supervisor may remove the lock so long as the following steps are observed:

1. The supervisor must confirm that the employee is not at the facility. If the employee is on site only they may remove their lockout/tagout device. All work must wait until that employee arrives to remove their lockout/tagout device.
2. The supervisor must make contact with the employee before the employee's lockout/tagout device is removed, notify them that their device will be removed, and receive the employees oral or written consent. Employee consent must be documented on the *Lockout/Tagout Project Summary Form*.
3. The supervisor must visually inspect the work area to ensure that all employees have vacated the area and are in a safe location.
4. In a group lockout/tagout situation, all employees who applied a lockout/tagout device, besides the absent employee, must be present or otherwise accounted for when the absent employee's lockout/tagout device is removed by the supervisor.
5. In the event that the employee cannot be reached prior to removing their lockout/tagout device and a reasonable effort has been made the supervisor must ensure that the employee is notified **before** they resume work at the facility.

6.0 Program Inspection

EHS will conduct routine inspections of the *Lockout/Tagout Plan*. The inspection will include a formal review of lockout/tagout practices, lockout/tagout records, and lockout/tagout equipment. Any deficiencies and/or recommended improvements will be provided in writing to the appropriate supervisor. EHS will make modifications to this *Lockout/Tagout Plan* when necessary.

Supervisors of Authorized Employees are responsible for completing periodic inspections on at least an annual basis in order to ensure adherence with lockout/tagout procedures. Periodic inspections must be conducted during an actual lockout/tagout project for all Authorized Employees. Inspections will focus on correcting any deviations from George Mason University lockout/tagout procedures and identifying additional training or retraining needs. Lockout/tagout inspections will be conducted using the *Lockout/Tagout Inspection Checklist* located in Appendix B.

7.0 Record Keeping

Supervisors are responsible for maintaining the following records in order to meet the requirements of the *Lockout/Tagout Plan*:

- *Lockout/Tagout Project Summary Form* for each piece of equipment maintained by employees.
- *Lockout/Tagout Inspection Checklist* for the duration of the lockout/tagout project.

EHS is responsible for maintaining the following records in order to meet the requirements of this plan:

- Records of all lockout/tagout training provided by EHS.
- Records of any evaluations and inspections completed to assess the effectiveness of this plan.

8.0 Program Exclusions

Normal production operations are not covered by this plan if they are routine, repetitive, and integral to the use of the equipment for production purposes provided that the work is performed using alternative measures that provide effective protection. Examples of alternative measures that might offer effective protection would include light curtains, sensing devices, safety interlocks, or the use of extension tools. Normal production operations are covered by this program if one of the following conditions exists:

- Work on cord and plug-connected equipment is not covered by this policy if unplugging the equipment controls all energy and the plug remains under the continuous control of the employee performing the service work.
- Hot tap operations involving transmission and distribution systems are not covered by this policy if the supervisor of the work demonstrates that (1) continuity of service is

essential, (2) shutdown of the system is impractical, and (3) documented procedures offering effective protection are followed.

Appendix A: Lockout/Tagout Project Summary Form

SECTION 1 - LOCKOUT/TAGOUT INFORMATION

Date: Time:

Location: Supervisor:

Equipment:

Manufacturer: Model:

Description of Work:

LOTO Lead Employee: Signature: _____

SECTION 2 - AUTHORIZED EMPLOYEES

List the employees performing the work.

	Last Name	First Name	Appropriate Training	
1.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.			<input type="checkbox"/> Yes	<input type="checkbox"/> No

SECTION 3 - AFFECTED EMPLOYEES

List the authorized employee(s) notifying all affected employees/persons.

	Last Name	First Name	Notified	
1.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.			<input type="checkbox"/> Yes	<input type="checkbox"/> No

SECTION 4 - SHUTDOWN EQUIPMENT

Record the shutdown of equipment using normal stopping procedures.

	Location of Controls	Action	Completed	
1.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.			<input type="checkbox"/> Yes	<input type="checkbox"/> No

Appendix B: Lockout/Tagout Inspection Checklist

SECTION 1 - LOCKOUT/TAGOUT INSPECTION INFORMATION

Date: Time:

Authorized Employee: Supervisor:

Description of Work:

SECTION 2 - TRAINING INFORMATION

	Yes	No	N/A
Employee has received annual lockout/tagout training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee has received training on equipment-specific lockout/tagout procedures for the equipment for which they are responsible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 3 - PROCEDURE

	Yes	No	N/A
Employee begins lockout/tagout project using the <i>Lockout/Tagout Project Summary Form</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee verbally notifies all affected employees to include contract employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee correctly shuts down equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee identifies and isolated all energy sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee attaches lockout/tagout devices correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When group lockout/tagout procedures are required, the employee correctly uses group lockout/tagout devices such as a hasp capable of accepting multiple lockout devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee utilizes both lockout and tagout devices when possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee effectively releases blocked or stored energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee attempts to restart or operate the equipment prior to beginning work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee identifies unique hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee follows the appropriate lockout/tagout device removal and start up procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 4 - EQUIPMENT

	Yes	No	N/A
Employee demonstrates a proficient knowledge of lockout/tagout procedures and policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee requires retraining or additional equipment-specific training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee requires new or additional lockout/tagout devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>